



CANNON BUILDING
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BOARD OF FUNERAL SERVICES

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MEETING MINUTES:	BOARD OF FUNERAL SERVICES
DATE AND TIME:	September 26, 2017 at 10:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES FOR APPROVAL:	December 5, 2017

MEMBERS PRESENT

S. Keith Parsell, Professional Member, President
Chad Chandler, Professional Member
Jane Hovington, Public Member
Harvey Smith, Jr., Professional Member

MEMBERS ABSENT

Ann Happoldt, Public Member
Danna Levy, Public Member
Bill Torbert, Professional Member

DIVISION STAFF

Karen Carn, Administrative Specialist II
Denise Creadle, Administrative Specialist II
Meredith Hurley, Administrative Specialist II
Kevin Maloney, Deputy Attorney General

PUBLIC PRESENT

None

CALL TO ORDER

Mr. Parsell called the meeting to order at 10:20 a.m.

Mr. Chandler moved, seconded by Mr. Smith, to add 3 additional applications to the agenda for review. By unanimous vote, the motion carried.

REVIEW AND APPROVAL OF MINUTES

Meeting Minutes – August 22, 2017

Ms. Hovington moved, seconded by Mr. Chandler, to approve the August 22, 2017 meeting minutes as written. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

Discussion Regarding SB65 and Changes to Rules & Regulations

The Board reviewed and made some minor corrections to the proposed regulations. Mr. Maloney will present them in regulation format at the next meeting.

Review of Applications for Licensure

Mr. Chandler moved, seconded by Ms. Hovington, to approve Scott Bowler for Funeral Director contingent on a passing score on the Delaware State Exam. By unanimous vote, the motion carried.

NEW BUSINESS

Review of Resident Intern Reports

Mr. Smith moved, seconded by Mr. Chandler, to approve the three quarterly reports submitted by Amanda Mark. By unanimous vote, the motion carried.

Review of Applications for Licensure

Mr. Chandler moved, seconded by Ms. Hovington, to approve Kim Tucker for Funeral Resident Intern. By unanimous vote, the motion carried.

Mr. Chandler moved, seconded by Ms. Hovington, to table the Funeral Director application of Amanda Mark until her one year as a resident intern has expired. By unanimous vote, the motion carried.

Mr. Chandler moved, seconded by Mr. Smith, to propose to deny the Funeral Director Limited application for Kara Whigham as she is licensed in New Jersey, which does not provide a similar privilege to Delaware licensed funeral directors and she would need full licensure, not a limited, in Pennsylvania in order to acquire a limited license in Delaware. By unanimous vote, the motion carried.

Election of Officers

Ms. Hovington moved, seconded by Mr. Chandler, to table the elections until replacements are made for those members that have been staying past their term. By unanimous vote, the motion carried.

Review and Approve 2018 Meeting Schedule

Ms. Hovington moved, seconded by Mr. Chandler, to approve the proposed 2018 Board of Funeral Services meeting schedule. By unanimous vote, the motion carried.

Review of Late Renewal Audits

Mr. Chandler moved, seconded by Mr. Smith, to approve two late renewal audits that have been submitted to the Board. By unanimous vote, the motion carried.

Ratification of Licensure

Mr. Smith moved, seconded by Ms. Hovington, to ratify the funeral resident intern extension request for Benzena Rogers. By unanimous vote, the motion carried.

Seek Authority from the Board to have DPR Issue Subpoena in Conjunction with Exam Invalidations

Mr. Chandler moved, seconded by Ms. Hovington, to authorize the administrative hearing unit to issue subpoenas in regards to the exam invalidations for three Delaware licensees. By unanimous vote, the motion carried.

CORRESPONDENCE

There was no correspondence.

OTHER BUSINESS BEFORE THE BOARD (For discussion only)

Mr. Parsell welcomed Mr. Smith to the Board. He also informed the Board that he will be attending a test review workshop in October for The Conference.

PUBLIC COMMENT

There was no public comment.

NEXT MEETING

The next Board meeting is scheduled for Tuesday, November 28, 2017, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business before the Board, Mr. Chandler moved, seconded by Ms. Hovington, to adjourn the meeting at 11:36 a.m. By unanimous vote, the motion carried.

Respectfully Submitted,

A handwritten signature in black ink that reads "Meredith Hurley". The signature is written in a cursive, flowing style.

Meredith Hurley
Administrative Specialist II